# Processes : Sub-Processes :

HRMS Training Documents

Email Address	PA30
Email Address	PA30

## **Change History**

Update the following table as necessary when this document is changed:

Date	Name	Change Description
9/28/06	Lesa Terry	Create

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### **Purpose**

Use this procedure to enter a new e-mail address for an employee (never entered in HRMS) or update an existing e-mail address.

## **Trigger**

Perform this procedure when an employee does not have access to Employee Self Service (ESS).

### **Prerequisites**

E-mail will be the primary form of communication with job seekers, it is important that employees have a valid e-mail address in the system.

### **Transaction Code**

**PA30** 

### **Helpful Hints**

The system may display three types of messages at various points in the process. The messages you see may differ from those shown on screen shots in this procedure. The types of messages and responses are shown below:

Message Type	Description
	Example: Make an entry in all required fields.  Action: Fix the problem(s) and then click (Enter) to proceed.
Warning	Example: Record valid from xx/xx/xxxx to 12/31/9999 delimited at end.  Action: If an action is required, perform the action. Otherwise, click  (Enter) to proceed.
Confirmation or	Example: Save your entries.  Action: Perform the required action to proceed.

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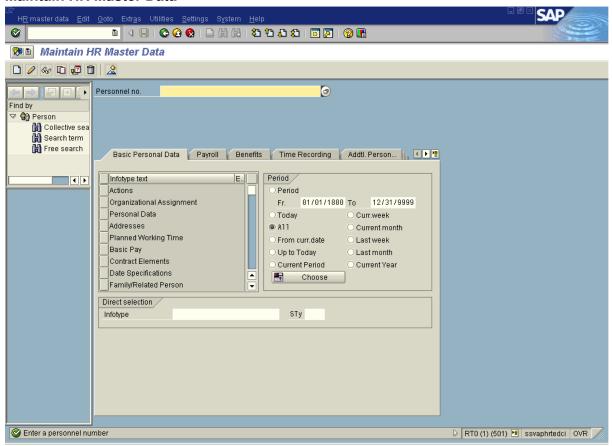
# Processes : Sub-Processes :

**HRMS Training Documents** 

#### **Procedure**

1. Start the transaction using the transaction code **PA30**.

#### **Maintain HR Master Data**

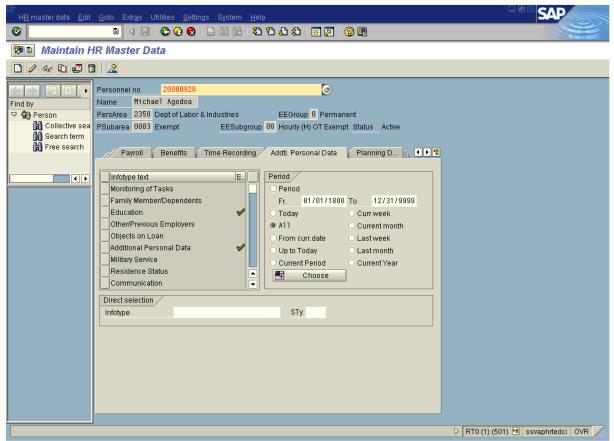


2. Complete the following fields:

Field Name	R/O/C	Description	
Personnel no.	R	Employee's Personnel Number	
		<b>Example:</b> 200000028	

3. Click (Enter) to validate the information.

### **Maintain HR Master Data**



- 4. Click the Addtl. Person... tab.
- 5. Click the gray box to the left of Communication to select.

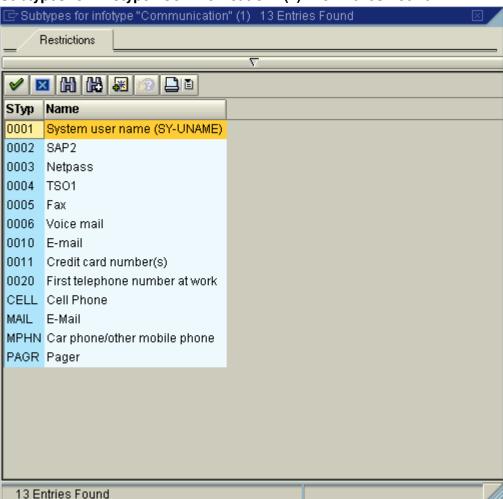
To Create a new record, continue to Step 6.

To **Update** an existing record, go to Step 12.

6. Click (Create) to create a new record.

HRMS Training Documents

## Subtypes for infotype "Communication" (1) 13 Entries Found

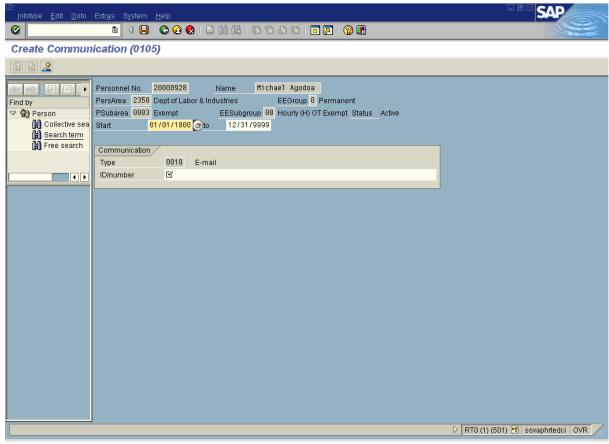


- 7. Click 0010 E-mail to select.
- 8. Click (Copy) to accept.

# Processes : Sub-Processes :

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## **Create Communication (0105)**



**9.** Complete the following fields:

Field Name	R/O/C	Description	
Start	R	The starting date of the record.	
		<b>Example:</b> 10/01/2006	
ID/number	R	The employee's e-mail address	
		Example: MichaelA@LNI.wa.gov	

- **10.** Click (Enter) to validate the information.
- 11. Click 📙 (Save) to save the record.



You have completed the steps for creating a new record.

#### **Update an Existing Record**

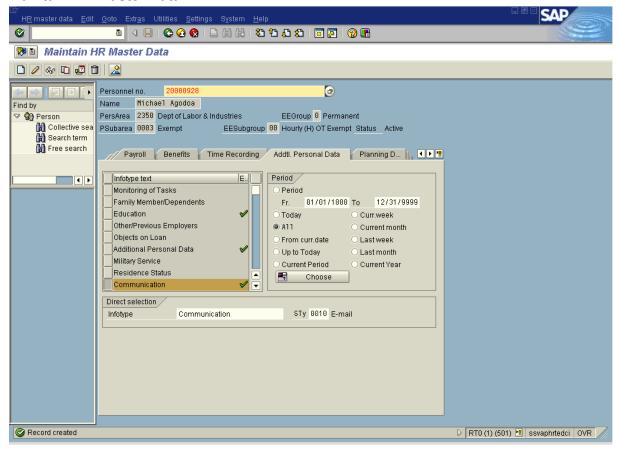
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#### **Maintain HR Master Data**



12. Click (Overview) for an overview of all actions associated with the *Communications* (0105) infotype.

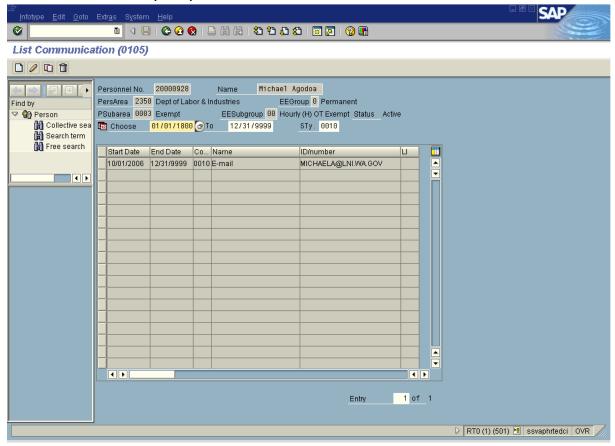
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## **List Communication (0105)**



**13.** Click the grey box to the left of the record with an End Date of 12/31/9999 for the E-mail record.

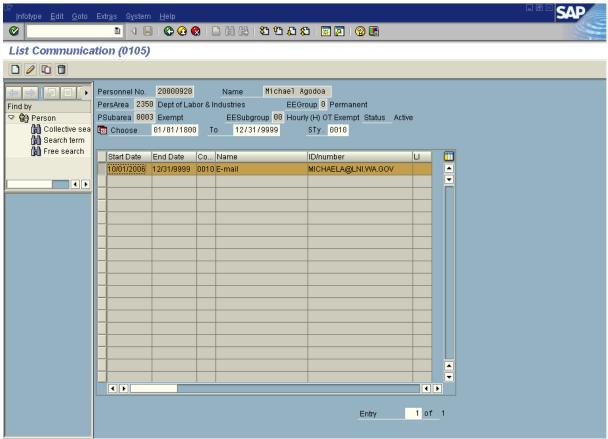
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# Processes : Sub-Processes :

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## **List Communication (0105)**

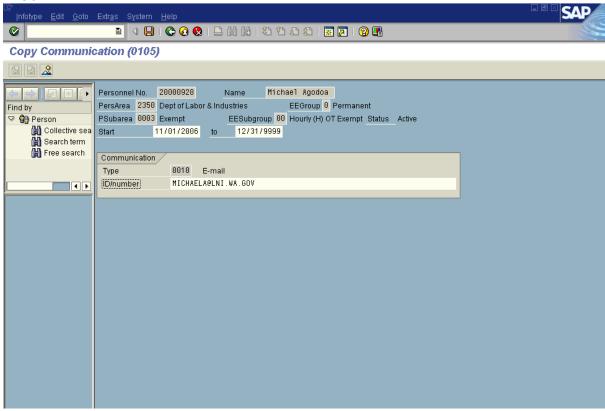


14. Click (Copy) to copy and continue.

# Processes : Sub-Processes :

**HRMS Training Documents** 

## **Copy Communication (0105)**



**15.** Complete the following fields:

Field Name	R/O/C	Description	
Start	R	The start date of the new record.	
		Example:	11/01/2006
ID/number	R	The employee's e-mail address	
		Example:	MichaelA@LNI.wa.gov

- **16.** Click (Enter) to validate the information.
- 17. Click (Save) to save the record.
- **18.** You have completed this transaction.

### Result

You have entered an employee's e-mail address.

#### **Comments**

None.

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